

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 20**

**EFFECTIVE DATE:** September 28, 1992; Revised March 14, 1994

**SUBJECT:** Employee Interaction With Prison Inmates

**AUTHORIZATION:**  
Whitman J. Kling, Jr.  
Assistant Commissioner

**I. POLICY:**

Employees shall follow the procedures set out in this policy in all instances when interacting with prison inmates.

**II. PURPOSE:**

The Division of Administration utilizes prison inmates to perform certain functions in the buildings and on the grounds occupied by Division employees in order to preserve the State's financial resources.

To assure the most safe work environment possible for Division of Administration employees under these circumstances, the procedures contained in this policy have been developed.

**III. APPLICABILITY:**

Applies to all employees of the Division of Administration in all sections of the Division of Administration including general appropriation and ancillary sections.

**IV. PROCEDURE:**

The following applies to all employees during working hours, on State premises, and/or while utilizing State resources:

- A. No employee shall engage in conversation with an inmate other than simple courtesies ("Good Morning/Afternoon", "Thank you", etc.), to respond to questions, to ask work related questions, or to give instructions. If conversation is required, other than the most simple and brief, the Correction's guard must be consulted.
- B. Employees may not correspond with an inmate by letter, memorandum, note or any other method.

- C. Employees shall not mail letters or other articles for inmates.
- D. No employee may be affectionate with an inmate to include casual touching, either alone or in the presence of others.
- E. No employee may call an inmate or accept a call from an inmate.
- F. No employee shall allow an inmate to use any telephone or make a telephone call for an inmate.
- G. No employee may make accessible to any inmate any item considered contraband for inmates to include illegal or legal drugs, alcoholic beverages, cigarettes, weapons, cash money, etc. These types of items should be locked and not available to inmates.  
  
(Questions regarding what is considered contraband should be directed to the guard.)
- H. Employees shall not give inmates anything to include cigarettes, candy, pictures, etc., nor accept from inmates anything to include paintings, drawings, art of other forms, poems, correspondence, etc.
- I. No employee shall bribe, influence or coerce an inmate to violate institutional policies, procedures, rules or State or Federal laws (or attempt to do so).
- J. Any employee who is related to or acquainted with an inmate assigned to the building in which the employee is domiciled, must report this to the section head immediately.

**V. RESPONSIBILITY:**

Deputy/Assistant Commissioners Are Responsible For:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Assuring that each employee under his/her supervision, current and new:

- ! Is made aware of this policy and its contents as well as any forthcoming revisions, and
- ! Is informed that he/she must abide by the terms of the policy as a condition of employment, and

! Is informed of the consequences of violation of this policy.

Providing for formal review of this policy with all employees on a cyclical basis.

Monitoring the effectiveness of the policy instructions and making recommendations for change to the Appointing Authority through the deputy/assistant commissioner.

Bringing violations to the attention of the deputy/assistant commissioner and dealing with violations in a fair and consistent manner.

Immediately notifying the deputy/assistant commissioner and the guard assigned to the building upon receipt of any report from an employee that the employee is related to or acquainted with an inmate assigned to the building in which the employee is domiciled.

Managers/Supervisor Are Responsible For:

Compliance with this policy in any fashion instructed by the section head.

Employees Are Responsible For:

Adhering to the stipulations as outlined in this policy.

Complying with all aspects of this policy and immediately bringing violations to the attention of a supervisor.

#### **VI. QUESTIONS:**

Questions regarding this policy should be directed to staff of the Office of Personnel Services.

#### **VII. VIOLATION OF THIS POLICY:**

Employees found to have violated this policy may be subject to disciplinary action.

WJK,JR/AG/cm